

Resignation Letter

Michael Andrew Insao

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Feb. 4, 2025

To: Kilsey Mae Negre

iPloy OPC

16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu

Dear TL Kilsey,

Please accept this letter as my formal notice of immediate resignation as Patient Pay representative from iPloy OPC, effective today. It has been a privilege to serve the company for the past two years. The associations I've made during my employment here will truly be memorable for years to come.

I am submitting this letter since I may not be able to perform as expected and meet team goals due to the problems that my family has been going through ever since the start of the year. My father also received a notice about possible layoffs from his company which is why I'm looking for better opportunities to support my family in case the layoff will affect my father's position.

I deeply appreciate the insights and experiences I have garnered and the environment I had the pleasure being a part of. These experiences will undoubtedly influence my future endeavors, and I will always regard my time at iPloy OPC as a significant chapter in my professional journey

Thank you once again for your guidance and support throughout my tenure.

Sincerely,



Michael Andrew Insao